

Dual Credit/Dual Enrollment Scholarship Process Outline

To help better understand the implementation of the proposed program, the following outlines the spring 2022 semester process for application through payment.

1. The student will complete the electronic application, which will be available on MDHEWD's Journey to College website, and will submit it to MDHEWD for review.
 - a. February 1, 2022 is the priority deadline for the spring semester (January to May). Applications received after that date and on or before April 1, 2022 will be considered based on funding availability.
 - b. To complete the application, students must mail a copy of the page that shows the AGI from the most recent 1040 federal tax form for the parent or guardian that claimed them as a dependent for that tax year. This will help MDHEWD rank the students by financial need, in accordance with the statutory requirements. Students will only be required to submit their AGI information once per year.
 - c. Students with incomplete applications will be notified that additional information is required.
 - d. Students with complete applications will receive confirmation of submission.
2. MDHEWD will provide each high school with a roster of their students who have complete applications for verification of student eligibility. High schools may receive multiple rosters between February 1 and April 1 as new applications are received. Subsequent rosters will only contain new applicants.
3. The high school will complete and submit an Excel template to verify student eligibility and report each student's dual credit or dual enrollment provider(s), the estimated number of dual credit or dual enrollment hours each student is expected to take at each provider, and the estimated tuition rate for each provider.
 - a. The template will be available on MDHEWD's website.
 - b. There is no deadline for submitting the verification template. However, MDHEWD cannot evaluate student eligibility for an award until this information is provided.
4. MDHEWD will rank the verified students first by Adjusted Gross Income and then by earliest application received date.
 - a. Using the estimated cost information provided by the high schools, we will then walk down the list until all available funds are expended or all eligible students are accounted for, whichever comes first.
 - b. MDHEWD will send an email to students at the address provided on the application to notify them if they have been awarded or are currently unfunded.
 - c. Students who cannot be funded initially will be considered if funding remains after the dual credit/dual enrollment providers have completed the final eligibility verification and disbursements have been made to all eligible students. They will be re-ranked with any new applications received before the re-evaluation.

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5. MDHEWD will provide a certification roster of the awarded students (those who met the need cutoff) to the dual credit/dual enrollment providers for verification of eligibility, including U.S. citizenship, and certification of the reimbursement amount.
 - a. Initially certification by, and disbursement to, the dual credit/dual enrollment providers will occur outside of FAMOUS, but will be incorporated into FAMOUS as resources allow.
6. The dual credit/dual enrollment providers will complete the certification roster and submit it to MDHEWD.
7. MDHEWD will process the payment requests for the eligible students and will disburse the funds to the providers for delivery to the students' accounts.
8. If funding remains after the disbursement process is complete, the process will be repeated, incorporating any new applicants, until all available funding is expended or all eligible students have been paid.